



ImmiAccount – How to create a new application

Version: 2 (9-6-2015)

Login to your **ImmiAccount**.



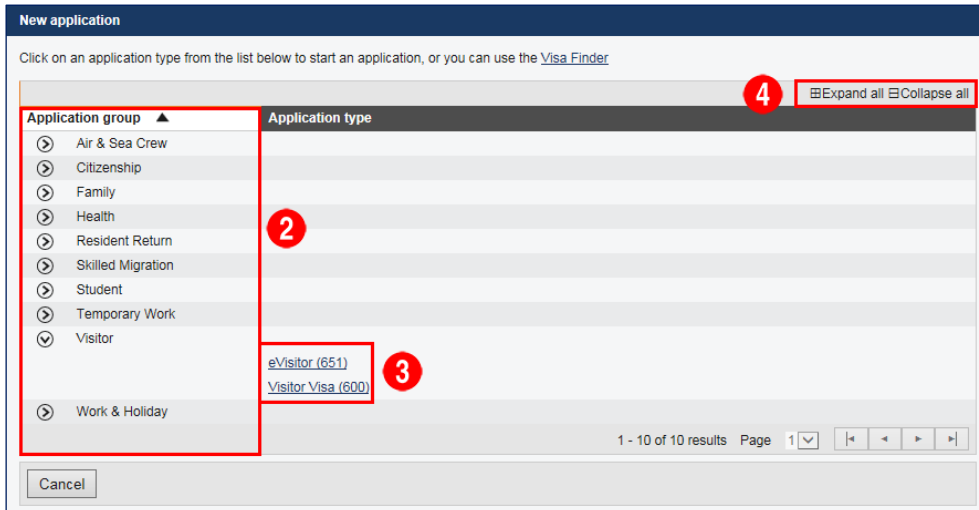
For information about how to login to ImmiAccount, refer to the **How to login to ImmiAccount** Quick Reference Guide.


The **My applications summary** window displays.

The screenshot shows the 'My applications summary' page in the ImmiAccount system. At the top, there is a navigation bar with 'My applications', 'My preferences', 'Related Links', and 'Help and support'. Below this, the 'My applications summary' section contains three buttons: 'New Application' (highlighted with a red box and a red circle with the number 1), 'Import Application', and 'Manage Payments'. To the right of these buttons is a search bar with a magnifying glass icon and an 'X' to clear the search, and a link for 'Advanced search'. Below the buttons is a 'List of applications' section with a refresh icon. A table header is visible with columns: Reference no., Application type, Name, Date of birth, Status, Last updated, and Select action. The table body shows 'No results found.' At the bottom of the table area is a 'Submit Applications' button.

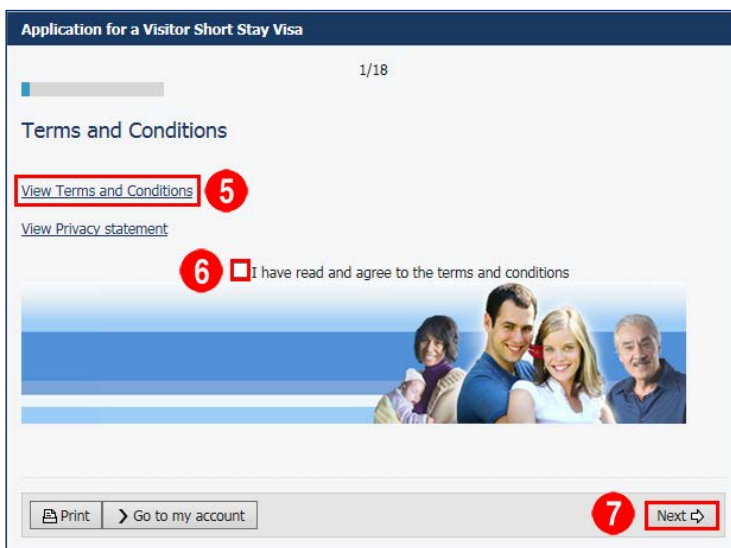
1. Click **New Application**.

The **New application** page displays.



2. From the applicable **Application group** click the  icon to display the types of applications available.
3. From the **Application type** list, select the applicable application type.
4. Click **Expand all** to display all applications in all the **Application groups**. Click **Collapse all** to close all **Application groups**.

The **Application for a (application type) Terms and Conditions** window displays for the visa you have selected.



5. To read the terms and conditions of the application, follow the **View Terms and Conditions** link.
6. Select the **I have read and agree to the terms and conditions** checkbox. to confirm you have read and agree to the Terms and Conditions
7. Click **Next**.

A list of questions relating to the application displays.

Answer each question, then click **Next**.

Repeat this process until all the questions have been answered.

Once you have completed and reviewed your application, the **Application for a...** page displays.

Application for a Visitor Short Stay Visa

Transaction Reference Number (TRN): EGN3LVOPA

Submit Application

This application is now ready to submit. You can submit it now or return to your account and submit it at a later date.
Your application will not be processed until after it is submitted.

[Submit Now](#) **9**

[Print](#) [Go to my account](#) **8**

Your application will not be processed until you pay the application fee. You can save the application and come back later with payment details.

8. If you choose this option, click **Go to my account**.

You have completed the process as far as you can at this stage and do not need to complete the rest of the steps in this guide.

Alternatively, you can make the visa application payment now. If you choose this option, proceed to the next step in this guide.

9. Click **Submit Now**.

The **Make a payment** window displays.

Make a payment

Application charges

Reference no.	Name	Date of birth	Price (AUD)
EGN3LVOPA	EGGERTSDOTTIR, Birna	22 Jul 1963	130.00

Total application charges: \$130.00 (AUD)

Payment by debit/credit card

VISA MasterCard AMERICAN EXPRESS Diners Club JCB

Required field *

Debit/credit card number * **10**

Expiry date (MM/YY) *

Name on debit/credit card *

Card security code (CSC) * [What is a CSC?](#)

Credit card surcharge (AUD) \$ 2.00 [What is the credit card surcharge?](#)

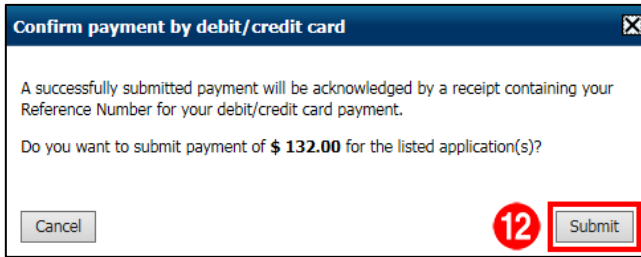
Total payment amount (AUD) \$ 132.00

[Cancel](#) [Submit](#) **11**

10. Enter the payment details.

11. Click **Submit**.

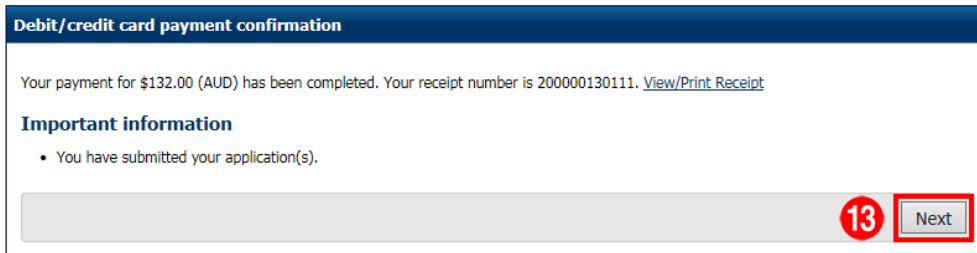
The **Confirm payment by debit/credit card** dialog box displays.



The dialog box has a title bar "Confirm payment by debit/credit card" with a close button. The main text reads: "A successfully submitted payment will be acknowledged by a receipt containing your Reference Number for your debit/credit card payment. Do you want to submit payment of \$ 132.00 for the listed application(s)?" At the bottom, there are two buttons: "Cancel" on the left and "Submit" on the right. A red circle with the number "12" is positioned over the "Submit" button.

12. Click **Submit**.

The payment is confirmed and the **Debit/credit card payment confirmation** page displays.



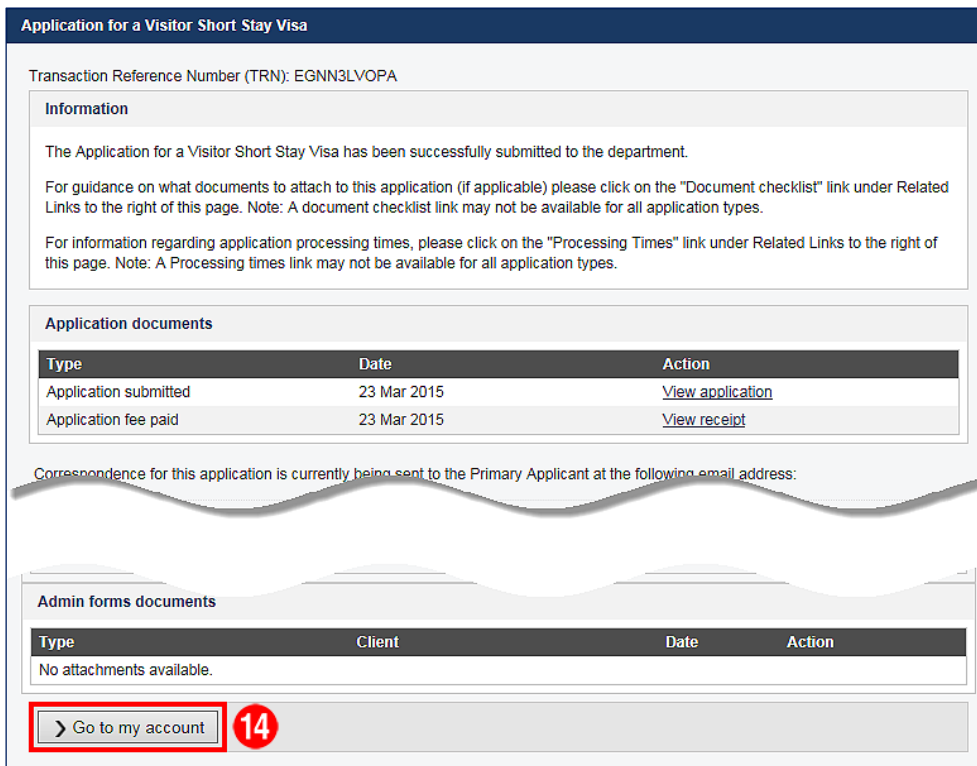
The page has a title bar "Debit/credit card payment confirmation". The main text reads: "Your payment for \$132.00 (AUD) has been completed. Your receipt number is 200000130111. [View/Print Receipt](#)". Below this is a section titled "Important information" with a bullet point: "• You have submitted your application(s)". At the bottom right, there is a "Next" button. A red circle with the number "13" is positioned over the "Next" button.



If you would like to view or print the receipt for this payment, follow the **View/Print Receipt** link.

13. Click **Next**.

The **Application for a Visitor Short Stay Visa** window displays a summary of the application.



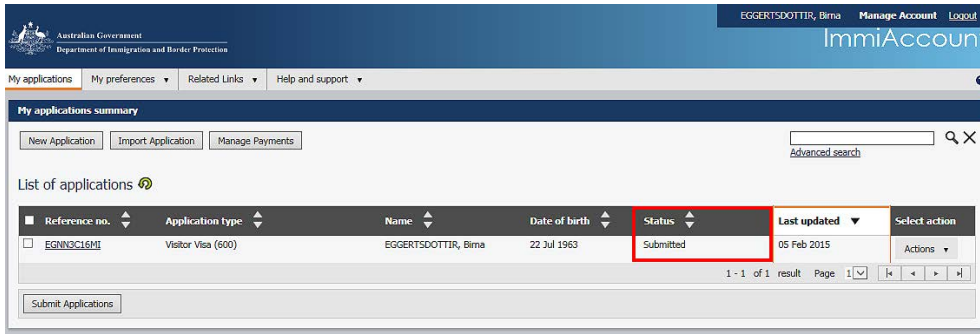
The window has a title bar "Application for a Visitor Short Stay Visa". The main content includes: "Transaction Reference Number (TRN): EGNN3LVOPA", an "Information" section with a message about successful submission and guidance on documents, and an "Application documents" table. Below the table, it says "Correspondence for this application is currently being sent to the Primary Applicant at the following email address:". At the bottom, there is an "Admin forms documents" section with a table that says "No attachments available." and a "Go to my account" button. A red circle with the number "14" is positioned over the "Go to my account" button.

Type	Date	Action
Application submitted	23 Mar 2015	View application
Application fee paid	23 Mar 2015	View receipt

Type	Client	Date	Action
No attachments available.			

14. Click **> Go to my account**.

The **My applications summary** window displays. The status of the application has been updated.



The screenshot shows the 'My applications summary' page in the ImmiAccount system. At the top, there are navigation links for 'My applications', 'My preferences', 'Related Links', and 'Help and support'. Below this, there are buttons for 'New Application', 'Import Application', and 'Manage Payments'. A search bar is also present. The main content area is titled 'List of applications' and contains a table with the following data:

Reference no.	Application type	Name	Date of birth	Status	Last updated	Select action
<input type="checkbox"/> EGNNSC16MT	Visitor Visa (600)	EGGERTSDOTTIR, Birna	22 Jul 1963	Submitted	05 Feb 2015	Actions

At the bottom of the table, there is a 'Submit Applications' button and pagination information: '1 - 1 of 1 result Page 1'.



After you submit your application and pay, you can open your application and attach the requested documents. For information about attaching documents, refer to the **How to attach documents to an application** Quick Reference Guide.

You have now successfully created a new application.